

About our client

As a one-stop concierge hub for businesses, our client aspires to lead through pioneering innovative strategies and harnessing cutting-edge technologies, instilling confidence in individuals and organizations. From facility management to customizing digital assets and spearheading unique talents, our client stands committed to serving their clients' needs amidst the complexities of an ever-changing world.

Requirement

Our client is hiring cleaners as a part of their facilities management division. Given below are the specifications pertaining to requirements and benefits.

S. No.	Queries	Response Job Role 1
1	Category or Trade	Cleaner - Female
2	No. of Demand	20
3	Min. Required Experience (India or Gulf/ International - please clarify)	* 1-2 years' experience as a cleaner. * Knowledge of cleaning chemicals and supplies, Ability to handle equipment and machinery. * Must be physically fit and young to perform cleaning activity, able to communicate with other to ensure clear understanding of message.
4	Required Min. Qualification	10TH Passed
	Communication Skills	Able to Communicate in Basic English
5	Age Limit	22-35
6	Duty Hours	9 HRS
7	Over Time	Yes
8	Working Days	6 days
9	Basic Salary	400 AED
10	Food Allowance	300 AED
11	Attendance Allowance	100 AED
12	Other Allowance	150 AED
13	Accommodation (Y/N)	Yes (Shared)
14	Transportation (Y/N)	Yes
15	Medical Insurance	Yes
16	Contract Period	2 Years
17	Job Location	Dubai
18	ECR passport accepted or not	YES
19	PCC or any other document is required for visa processing	PCC Required (From Local Police Station)
20	Emigrate Registration	Yes
21	Leave Benefits	As per the UAE Labour Law
22	Interview Type (Online or Offline)	Offline
23	How long it will take to get visa after selection	Requirement is floated to build a Candidate pool for 2 months
24	Medical for Visa Process (Normal/GAMCA)	Normal Medical
25	Joining Air ticket will be provided by employer	By Candidate

JOB DESCRIPTION –CLEANER

Name:	JIN: HR/JDD/CNR-001
Job Title: Cleaner	Department: Cleaning Division
Grade: NS2	Line Manager Job Title: Team Leader
Job Family: Operation Support Services	Line Manager's Manager Job Title: Supervisor
Reporting Staff (Y/N):	No of Positions (Single/Multiple): Multiple

I. Job Accountabilities

(Highlight the key result areas / functions of the role in order of priority and also indicate the time allocation to each of these functions).

Job Accountabilities <i>(Briefly explain 4 to 5 main accountabilities of your role.)</i>	Time Allocated <i>(% age of)</i>	Performance Measure <i>(List 2 to 3 key objectives of each accountability area.)</i>
<p>1. Cleaning Responsible to Carryout various cleaning activities like Dusting, Moping, Vacuuming, Scrubbing, Buffing, Sweeping, Brushing, follow routine and scheduled cleaning jobs and sanitization for upkeep of assigned areas. Use appropriate cleaning chemicals with right dilution required to perform cleaning activity.</p>	40%	<ul style="list-style-type: none"> – Cleaning time/sqm – Attention to details – Supervisor checklist
<p>2. Record Keeping Prepare and maintain the reports as per activity carried out – daily cleaning report, Store, arrange, supply, and provide all consumables required on site. Maintain inventory of cleaning materials at site. Maintain daily checklist of Job category, PPE, equipment's and chemicals. Handle and report Lost and Found items.</p>	20%	<ul style="list-style-type: none"> – Accuracy Inventory – Meeting schedule in Timeline – Inspection / Reports – Task sheet and checklist – Availability of records – Lost and Found report Turn Around Time
<p>3. Handling of Equipment Ensure proper usage of cleaning. Maintain / operate cleaning equipment's, hand tools and machineries required to perform various cleaning tasks. Follow right procedure for handling of spills and garbage as per recycling instructions. Document daily usage of products and ensuring availability at all times. Ensure to maintain equipment in a safe, clean and reliable manner without endangering personnel or property. carry out daily prescribed maintenance checks to ensure equipment's are in good working conditions at all times.</p>	20%	<ul style="list-style-type: none"> – Daily checklist – Zero Accident – Daily report submission on preventive maintenance
<p>4. Communication and Coordination Establish good relations with customers and personnel for better customer service. Perform work in a manner that is safe & courteous in a manner reflect positive reputation on company. Communicate consistently with Ops team for any accidents and incidents. Work with colleagues as a Team and build the right working environment.</p>	10%	<ul style="list-style-type: none"> – Quality of arrangements – Efficient Coordination – Client feedback – No. of complaints – Reporting Turn Around Time
<p>5. HSE Compliance & Punctuality Adhered to HSE Compliance at work site. Follow SOP and HSE guidelines for performing respective cleaning tasks. Must be alert and attentive to deliver the task at all the times. Wear appropriate PPE required to carry out various cleaning tasks. Attain all Toolbox Talk and Trainings required at site. Maintain clean attendance record and avoid late arrival at site. Follow Emergency procedures on site. Maintain proper grooming standards each day at work.</p>	10%	<ul style="list-style-type: none"> – Compliance to HSE standards – Personal hygiene / Wearing PPE – PPE Checklist – Daily arrival and departure time to meet the criteria – Attendance record / no. of absents

II. Job Requirements

(Indicate the minimum educational / professional qualifications, formal training, practical experience and key job competencies required to satisfactorily perform the functions of the role).

Academic	Elementary / Secondary School preferred
Professional	
Formal Training	Years of industry experience and on-the-job training
Practical Experience / Skills	1-2 years' experience as a cleaner. Knowledge of cleaning chemicals and supplies, Ability to handle equipment and machinery. Must be physically fit and young to perform cleaning activity, able to communicate with other to ensure clear understanding of message.

Disclaimer: NSDC International is neither charging any fee, nor requires any money deposits from jobseekers at any stage of this recruitment nor collect any fees from educational institutions for participation in a recruitment event. Any charges if applicable shall be within the MEA guidelines. NSDC International is a facilitating the process where the employment criterion is based purely on merit defined by the employer. Any person dealing with unauthorized parties for seeking job opportunities with NSDC International in lieu of money is doing so at his/her own risk. NSDC International will not have any obligation to honor terms of any fake offer letter so issued or provide employment to anyone who has been issued a fraudulent offer letter. Further, NSDC International is not responsible for any losses (monetary or otherwise) including but not limited to loss of data that are incurred as a consequence.